

# *SpecsIntact Interagency Configuration Control and Coordinating Board Meeting Minutes*

---

**Date:** November 1, 2007  
**Time:** 9:00 am – 5:00 pm  
**Location:** Kennedy Space Center, FL OSB II  
**Author:** Cheryl Fitz-Simon

## **Attendees:**

Invited	Attended	Name	Organization/ Location	E-Mail
✓	✓	Carl Kersten	NAVFAC (Norfolk)	<a href="mailto:Carl.Kersten@navy.mil">Carl.Kersten@navy.mil</a>
✓	✓	Frank Der	NASA (KSC)	<a href="mailto:Frank.D.Der@nasa.gov">Frank.D.Der@nasa.gov</a>
✓	✓	Bill Brodt (WebEx)	NASA (HQ)	<a href="mailto:wbrodt@nasa.gov">wbrodt@nasa.gov</a>
✓	✓	Steven Freitas	USACE (Sacramento)	<a href="mailto:Steven.P.Freitas@spk01.usace.army.mil">Steven.P.Freitas@spk01.usace.army.mil</a>
✓	✓	Pete Rossbach	USACE (Washington)	<a href="mailto:Peter.J.Rossbach@hq02.usace.army.mil">Peter.J.Rossbach@hq02.usace.army.mil</a>
✓	✓	Severo Lopez	USACE (Huntsville)	<a href="mailto:Sheron.G.Belcher@hnd01.usace.army.mil">Sheron.G.Belcher@hnd01.usace.army.mil</a>
✓	✗	Rick Knutson	InDyne (KSC)	<a href="mailto:Rick.Knutson@jbosc.ksc.nasa.gov">Rick.Knutson@jbosc.ksc.nasa.gov</a>
✓	✗	Jim Brandenburg	InDyne (KSC)	<a href="mailto:James.Brandenburg@jbosc.ksc.nasa.gov">James.Brandenburg@jbosc.ksc.nasa.gov</a>
✓	✓	Pat Robinson	InDyne (KSC)	<a href="mailto:Patricia.Robinson@jbosc.ksc.nasa.gov">Patricia.Robinson@jbosc.ksc.nasa.gov</a>
✓	✓	Jim Whitehead	InDyne (KSC)	<a href="mailto:Jim.Whitehead@jbosc.ksc.nasa.gov">Jim.Whitehead@jbosc.ksc.nasa.gov</a>
✓	✓	Cheryl Fitz-Simon	InDyne (KSC)	<a href="mailto:Cheryl.Fitz-Simon@jbosc.ksc.nasa.gov">Cheryl.Fitz-Simon@jbosc.ksc.nasa.gov</a>
✓	✓	Michelle Garcia	InDyne (KSC)	<a href="mailto:Michelle.Garcia@jbosc.ksc.nasa.gov">Michelle.Garcia@jbosc.ksc.nasa.gov</a>
✓	✓	Rick Hatcher	SGS (KSC)	<a href="mailto:Richard.Hatcher@jbosc.ksc.nasa.gov">Richard.Hatcher@jbosc.ksc.nasa.gov</a>

## **Meeting Objectives:**

- 1) Review Past Action Items
- 2) Review New Change Requests
- 3) Review Priority of Work
- 4) Table Overview
- 5) Requirements for Alternate Paragraph Numbering
- 6) Document Attachment Tags
- 7) Review UFGS Template
- 8) LEED
- 9) Rotation of SI-CCB Chairman
- 10) Review Open Change Requests
- 11) Action Items

# *SpecsIntact Interagency Configuration Control and Coordinating Board Meeting Minutes*

---

## **Discussion Summary:**

### **Subject 1: Review Past Action Items**

- 1) Reviewed the actions from previous SI-CCCB meetings.
- 2) November 2007 Gene Hubbard will be joining NAVFAC. This may be the perfect opportunity to address the issue of getting the Design Build effort back into SpecsIntact.
- 3) Maintenance of Section 01 42 00 Sources for Reference Publications was added to the Scope of Work for IHS this FY08. The updated 01 42 00 Section is projected to be available for the January 2008 release.

### **Subject 3: Review New Change Requests**

- 1) 8 Change Requests Reviewed:
  - a) 7 Accepted
  - b) 1 Rejected

### **Subject 3: Review Priority of Work**

- 1) As requested from the May 2007 SI-CCCB members Jim Whitehead presented the development requirements for implementing attachment / graphics. Detailed information on the presentation and discussion is documented below in Subject 4, 5 & 6.
- 2) After the development requirements were presented to the Si-CCCB members set the following priorities:
  - a) Document Attachments
  - b) Alternate Paragraph Numbering

### **Subject 4: Table Overview**

- 1) Jim Whitehead described the massive effort, now nearing completion, to implement formatted tables in SpecsIntact.
  - a) The SpecsIntact Editor is actually now two separate applications transparently and seamlessly woven together into a single application. One of these applications edits formatted tables, and the other one edits everything else.
  - b) Likewise, SI printing and publishing is also now two separate applications, one for printing formatted tables, and the original one for printing everything else. Again, these two separate applications are transparently and seamlessly woven together into a single application.

# *SpecsIntact Interagency Configuration Control and Coordinating Board Meeting Minutes*

---

- c) In implementing formatted tables, we made extensive efforts to reuse existing code base by extending it, rather than making multiple copies of similar functions.
- d) Extending the existing software as a single set of source code was much more difficult and time-consuming than cutting and pasting to separate files, but will provide substantial time and cost savings for future modifications and enhancements.
- e) Before implementing formatted tables, SpecsIntact as developed from 1991 to 2006 contained a total of 160,000 lines of source code and comments.
- f) Since our last release in 2006, we have added over 95,000 additional lines of software code and comments, an increase of 61%. For comparison, we added 18,000 lines of source code and comments from the release of SI 4.1 in 2004 to SI 4.2 in 2006.
- g) The size of our compiled software has increased markedly:
  - (1) The SI Editor executable file size increased from 460 KB (kilobytes) to over 770 KB.
  - (2) Our print processing dynamic link libraries increased in size from 384 KB to over 785 KB.
- 2) Jim Whitehead then demonstrated editing and printing the new formatted tables in SpecsIntact. He demonstrated several requested features that will be included in the upcoming SI release that he had previously stated would be unavailable, including the ability to import and export SpecsIntact tables to Excel XML worksheets. Steven Freitas stated that the new formatted table capabilities exceeded his expectations.

## **Subject 5: Requirements for Alternate Paragraph Numbering**

- 1) Jim Whitehead and members of the UFGS Working Group and SI-CCCB discussed possible implementations of alternate paragraph numbering.
- 2) The SI-CCCB members agreed that SpecsIntact should support an alternative paragraph numbering format compatible with CSI standards.
- 3) Steven Freitas and Jim Whitehead both observed that industry practice often differs from the CSI standard, especially in the use of subparts below the fourth level.
- 4) Steven Freitas pointed out that for subparts below the Article level, the standard CSI outline format includes the subpart title and text on the same line, separated only by a colon and spaces. Steve also pointed out that the subpart titles were optional below the Article level.
- 5) Jim Whitehead stated that supporting both the current numeric format and the alternate outline format would require moving the subpart numbers out of the subpart title (TTL) tags. SpecsIntact would then generate these subpart numbers (or the alternate outline numbers) automatically. This would not change the way SpecsIntact printed or displayed subpart

# *SpecsIntact Interagency Configuration Control and Coordinating Board Meeting Minutes*

---

numbers using the current numeric format but it would change the way that the UFGS specifications were stored as XML text. Users might not be aware of this change.

- 6) Jim Whitehead also stated that providing an automated method for including titles and text on the same line for outline format, but not for numeric format, would add complexity, but would be achievable.
- 7) The SI-CCCB Members agreed that SpecsIntact should be modified to support either the current numeric format or the alternate outline format, compatible with the CSI standard.
- 8) To encourage adoption by private industry, SpecsIntact would permit the use of subparts nested beyond the forth level, but would warn users when they did this while editing a specification.
- 9) Users would have to choose a numbering format when creating a new job or master.
- 10) The new version of SpecsIntact would not provide backward compatibility with old jobs and masters. Users would have to use an older version of SpecsIntact to edit and process these projects.
- 11) The SpecsIntact team would continue to provide access to a version of SpecsIntact that would allow customers to edit or process older jobs and masters.
- 12) Implementing alternate paragraph number in SpecsIntact would require 12 to 16 months.

## **Subject 6: Document Attachment Tags**

- 1) Original CR asked for a new tag for Section attachments, so that SpecsIntact would automatically list these attachments in the section tables of contents.
- 2) No other SpecsIntact attachment handling requested.
- 3) The customer would insert the attachments manually after SpecsIntact printed or published the project.
- 4) Other possible enhancements would add considerable complexity.
- 5) To have SpecsIntact maintain and print/publish these attachments with the Sections would be considerably more complex to implement, and was not part of the original request. This would at least double or triple the time required to implement.
- 6) The SI-CCCB Members directed that we implement this CR as originally requested. SpecsIntact would support a new tag for document attachments, and list any such attachments at the end of the Section Table of Contents.

# *SpecsIntact Interagency Configuration Control and Coordinating Board Meeting Minutes*

---

- 7) The SI-CCCB Members made this our highest priority CR after completing our current new formatted table effort.

## **Subject 7: Review UFGS Template**

- 1) Agreed to keep the Template Instructions, but insert template instruction tailoring tags around all template instructions.
- 2) Add within the tailored template instruction note after specification, "Deselect the <Template\_INSTR> tailoring option tag before release processing the master or publishing the job."
- 3) Add subpart notes back in the template.
- 4) Add template instruction tailoring options around those notes.
- 5) Add template instruction tailoring options around the sections examples
- 6) Remove "DD" from "References are in agreement with UMRL dated [DD Mmmmm YYYY] located in the template banner

## **Subject 8: LEED**

- 1) Discussed status of implementing LEED requirements within the UFGS?
  - a) NAVFAC's original contract expired FY07.
  - b) Approximately 50 Specs were modified to include LEED requirements.
  - c) A new contract is scheduled to begin the first of FY08.

## **Subject 9: Rotation of SI-CCCB Chairman**

- 1) Beginning in May 2008, the Chair position will be rotated to Pete Rossbach, USACE.
- 2) Miguel Morales has transferred the NASA voting member position to Frank Der.

## **Subject 10: Review Open Change Requests**

- 1) The SI-CCCB Members reviewed and commented on all Open Change Requests. (See attached presentation for status).

# *SpecsIntact Interagency Configuration Control and Coordinating Board Meeting Minutes*

---

## Subject 11: Action Items

#	Action Item	Person	Assign Date	Due Date	Item Status
1	Report status of meeting regarding using SpecsIntact to produce Design Build	Carl Kersten	05/07	11/07	Ongoing Discuss at May 2008 Mtg.
2	Modify UFGS Section Template to incorporate changes from the 05/03/07 Meeting	Cheryl Fitz-Simon	05/02/07	12/07	In Progress Initial Edits Complete, Pending Review
3	Send Section Template to the SI-CCCB for final approval	Cheryl Fitz-Simon	05/02/07	12/07	In Progress Work with #2 and #4
4	Post Section Template and instructions on the SI Web Site	Cheryl Fitz-Simon	05/02/07	12/07	In Progress Work with #2 and #3
5	Provide Alynne with the link to UFGS Template for posting on the WBDG.	Cheryl Fitz-Simon	05/02/07	12/07	In Progress Work with #2 thru #4
6	Place notification on the SI Home Page and send email Web Notification informing users about the new template	Cheryl Fitz-Simon	05/02/07	12/07	In Progress Work with #2 thru #5
7	Modify User Counting options by the next SI release. Implement check boxes – add “are you a new user”.	Jim Whitehead	05/02/07	12/07	In Progress
8	Modify the User Count to stop after 20 attempts	Jim Whitehead	05/03/07	12/07	In Progress
9	Research and provide an expanded version of the Uniformat numbering to the SI-CCCB Members	Steve Freitas	05/03/07	12/21	In Progress
10	Forward customer support issues relating to the UFGS to Carl, Pete and Frank	Technical Support Staff	05/03/07	TBD	Ongoing
11	Distribute top priorities from the backlog of Change Requests	Pat Robinson	05/03/07	05/08	Ongoing

## *SpecsIntact Interagency Configuration Control and Coordinating Board Meeting Minutes*

---

#	Action Item	Person	Assign Date	Due Date	Item Status
12	Remove the use of Change Notice Tags from the UFC 1-300-02	Steve Freitas	10/31/07	12/21/07	
13	Globally remove the Change Notice Tags for the January 2007 Release	Database Managers	10/31/07	01/2008	
14	Add Maggie, Sheron and Tara on the UFGS and SI-CCCB Minutes distribution	Cheryl Fitz-Simon	10/31/07	11/09/07	
15	Send Pat Robinson the email from Alynne regarding FTP Access	Severo Lopez	10/31/07	11/09/07	
16	Contact Alynne regarding the FTP Access	Pat Robinson	10/31/07	11/09/07	
17	Upon release of SpecsIntact that supports tables modify the UFGS Template to include the new table for the example	Cheryl Fitz-Simon	10/31/07	TBD	
18	Send email to all SpecsIntact users informing them of the availability Thinstall version of SpecsIntact.	Steve Freitas	11/01/07	12/21/07	
19	Add CCR to allow modification to the Headers/Footers for the Table of Contents	Steve Freitas	11/01/07		
20	Create way to log Thinstall downloads on the SI Web Site.	Cheryl Fitz-Simon	11/01/07		
21	Reserve the KSC Conference Room	Frank Der	11/01/07	11/09/07	
22	Send email to Frank Der requesting SpecsIntact representatives to attend the Corps Specification Steering Committee Meeting, 2 <sup>nd</sup> Week of January 2008 or June 2008.	Pete Rossbach	11/01/07	11/09	
23	Attend the Corps Specification Steering Committee Meeting, 2 <sup>nd</sup> Week of January 2008 or June 2008	Pat Robinson Cheryl Fitz-Simon	11/01/07	11/09/07	

# *SpecsIntact Interagency Configuration Control and Coordinating Board Meeting Minutes*

---

Next SI-CCCB Meeting will be held  
May, 8, 2008  
At  
Kennedy Space Center, FL